



CALIFORNIA ALTERNATIVE ENERGY AND ADVANCED TRANSPORTATION FINANCING AUTHORITY

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JOB OPPORTUNITY BULLETIN

Class: Office Technician (Typing)
Tenure: Limited Term (11 Months)
Time Base: Full Time
Salary: \$2740 - \$3429

“Appointment may be extended to up to 24 months.”

Under the general supervision of the Treasury Program Manager II and/or Treasury Program Manager I, the Office Technician (OT) will independently perform the clerical support duties for the California Alternative Energy and Advanced Transportation Financing Authority.

Description of Essential Functions:

- Input and update applications, statistical reports, tables and databases; and maintain assignment log using personal computer software package for the Authority's programs.
- Type the Authorities' Agendas and staff summaries; coordinate the reproduction, assembly and distribution of the Agendas.
- Prepare independently, or with minimal direction, the Authorities' resolutions and minutes of meetings. Prepare invoices as required.
- Compose and type correspondence of a sensitive nature prepared for the Executive Director, Deputy Executive Director, and Managers of the Authorities. Type and edit for grammatical content and accuracy, correspondence and reports for the Authorities' staff.
- Compile, Reconcile, and File various reports.
- Maintain Authorities' files; provide training for clerical staff and other duties as requested.
- Screen telephone calls and direct to appropriate staff person. Distribute mail, email, and fax correspondence to appropriate staff person. Answer inquiries of a sensitive nature that require a knowledge of the California Financing Authorities.

To view a copy of the duty statement, please visit www.treasurer.ca.gov/careers.

DESIRABLE QUALIFICATIONS:

- Ability to read and interpret documents such as applications, reports and procedure manuals.
- Exhibit excellent attendance, punctuality, and dependability.
- Ability to communicate effectively in writing, using proper grammar, including the preparation of internal procedures to improve administrative effectiveness and efficiency.
- Demonstrated attention to detail and highly organized work habits.
- Ability to function effectively in an electronic office, well-versed and skilled in the use of Microsoft Word, Excel, Outlook, and Adobe Acrobat, and ability to quickly learn CAEATFA's customized database systems, as essential tools in the workplace.
- Ability to work on multiple time-sensitive projects at one time, and able to shift priorities quickly.
- Ability to work and communicate effectively with Authority staff, other agencies, and outside vendors.
- Ability to work independently, with tact, and in a team environment.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as **Office Technician (Typing)**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY. (I.E., LIST, TRANSFER, SROA, SURPLUS EMPLOYEE, ETC.) If you do NOT indicate the source of your eligibility, you may not be considered for an interview. Must attach valid typing certificate with application to be eligible for interview. Also, list the number "321-001-1139-002" on your application/resume.

FINAL FILING DATE:

State application will be accepted **until filled**. Applications will be screened and only the most qualified applicants will be interviewed. No faxed or emailed applications will be accepted.

SUBMIT APPLICATIONS TO:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer to all regardless of age, ancestry, color, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person. CAEATFA complies with the Americans with Disability Act (ADA). If you need additional information or assistance, please contact STO at (916) 653-3100 or TDD (916) 654-9922.